



Frank O'Bannon, Governor
Alan D. Degner, Commissioner

Dept. of Workforce Development
Indiana Government Center South
10 North Senate Avenue
Indianapolis, IN 46204-2277
Phone: 317/232-7670
FAX: 317/233-4793
TDD: 317/232-7560
<http://www.workforce.IN.gov>
An Equal Opportunity Employer

TO: Chief Elected Officials
WIB Chairs
WIB Directors
Fiscal Agents

FROM: Craig E. Hartzler, Commissioner

DATE: May 22, 2002

SUBJ: DWD Policy 2001-36
DWD Grants and Contracts

RE: All funding provided to each workforce service area by the Department of Workforce Development

Purpose To notify the Workforce system that the Chief Elected Officials (CEO) for the designated Workforce Investment Boards (WIB) will be the recipients of all workforce service area grants and contracts from the Department of Workforce Development (DWD). To provide direction on who will sign the grants for all funding provided to each workforce service area by the DWD.

Rescission DWD Communication 2001-33

Content The CEO serves as the grant recipient of funds allocated to the local areas under sections 128 and 133 of the Workforce Investment Act and of funds awarded by DWD to the WIBs. The CEO also appoints the members of the WIB. The WIB is responsible for strategic planning, local policy and oversight of workforce programs funded by DWD. In recognition of the important leadership roles of the CEO and WIB, all grants and contracts issued to the workforce service areas will be between the CEO, as grant recipient for the WIB, and DWD.

Effective July 1, 2002, the CEOs, as grant recipient for their designated WIB, will be the recipient of all grants and contracts from DWD. As the grant recipient, the CEO may designate a fiscal agent to receive, disburse and account for grant funds. If the CEO designates a fiscal agent of these funds, the following information, at a minimum, must be provided to Virginia Harrold, Supervisor, DWD Contract and Grant Support:

Name of Fiscal Agent
Address
Phone Number
E-mail Address
Bank Account and Routing Number
Name of contact person

The signatory for all DWD grants and contracts to each workforce service area will be the Workforce Service Area CEO and the WIB Chair or their designee. If the CEO or Chair designates an agent to sign these grants, documentation of the authorized signator must be forwarded to Virginia Harrold, Supervisor, DWD Contract and Grant Support. Such grants and contracts will include but not be limited to Workforce Investment Act allocations, Integrated Services contracts, and Regional Skill Alliance grants. Current grants with an ending date extending beyond July 1, 2002 shall continue past July 1, 2002 and will not be affected by this policy. When new grants are developed, such grants will be governed by this policy.

DWD strongly encourages all WIBs to incorporate by July 1, 2002 to facilitate the WIBs' ability to apply for discretionary and competitive grants from any entity. Incorporated WIBs add value to a local service area with their ability to apply for grants that can bring additional resources to the region.

Questions concerning operational guidance may be addressed to Pat Vercauteren, Deputy Commissioner of Policy, Planning, & Evaluation at 317/232-7182. Questions concerning grants processing may be addressed to Virginia Harrold, Supervisor, Contract and Grant Support at 317/232-7373. Grant instructions will be forwarded under separate DWD Communication.

Beginning Date

July 1, 2002

Review Date

July 1, 2004

Action

Chief Elected Officials will be the recipients of all grants and contracts from DWD for the Workforce Service Area. Chief Elected Officials and WIB Chairs or their authorized agent will be the signatory for all grants to workforce service areas that contain funding provided by DWD.